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MS4 - PHASE II

City of
Dickson
Tennessee



STORMWATER MANAGEMENT PROGRAM

REVISED 2011

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Tennessee Department of Environment and Conservation
Division of Water Pollution Control
L & C Tower Annex, 6th Floor
401 Church Street
Nashville, Tennessee 37243

Phase II Stormwater Permit Notice of Intent (NOI)
Phase II Municipal Separate Storm Sewer Systems (MS4)

PURPOSE

The purpose of this Notice of Intent (NOI) is for a Tennessee city, county, utility district, university or military base to apply for NPDES permit to discharge stormwater runoff from a Phase II municipal separate storm sewer system.

INSTRUCTIONS

You must provide the following information to the Division of Water Pollution Control as application material. You may either submit a hard copy of the original NOI as described in sub-part 2.3 of the MS4 Permit, signed in accordance with the signatory requirements of sub-part 6.7 of the permit, and a copy of the NOI, to the address shown in sub-part 1.2 of the permit for the EFO responsible for the county where the facility is located; or you may submit by e-mail, with the completed NOI and attachments (such as map and city ordinances) to phase.two@tn.gov.

In addition, send an original, hard copy letter, signed by the responsible official of the MS4, which makes reference to the e-mail transmission including date and time that the electronic submitted was made. The letter must contain the signatory statement found on the NOI form. The letter must be mailed to the Nashville Central Office address as defined in sub-part 1.2 of the MS4 permit.

After completing the questions in each section, list the Best Management Practices (BMPs) that you will implement in each area based on a set of priorities you have identified in the area. Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

After completing the BMP's in each section provide the administrative information to complete those BMP's as explained here:

Primary Contact and Position/Title	The person in your organization serving as the primary contact.
Other Department and Roles	Other departments within your organization involved in the project and how their role is identified.
Other Government Entity and Roles	Identification of other government entities responsible for implementing one or more of the BMP's. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.
Other Institutions and Roles	Identification of partnerships with another MS4 operator or institution (e.g., Chamber of Commerce, environmental interest organizations, civic groups) to achieve the BMP's.
Target Groups (if applicable)	Specific kinds of groups that will be targeted, such as service industries (i.e., carpet cleaning), civic groups, schools, and church groups, etc.

PART I
ADMINISTRATIVE INFORMATION

Name of city, county, stormwater utility district or other public institution that operates a Phase II MS4: City of Dickson, TN

Don L. Weiss, Jr.

Mayor

Responsible Elected Official or Officer

Title

600 E. Walnut Street

Dickson

TN

37055

Street Address

City

State

Zip Code

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**ITEM D
IDENTIFYING IMPAIRED STREAMS AND OTHER WATER BODIES**

Using the GIS mapping tool (<http://tnmap.tn.gov/wpc/>) along with the most current 303(d) list published on the division's web site (<http://www.tn.gov/environment/wpc/publications/#wqassessment>), identify whether stormwater discharges from any part of the MS4 contribute pollutants of concern to an impaired waterbody and list below: For any impairment, indicate the waterbody ID#, name of impacted waterbody, nature of pollution (cause), and the source. If you have additional streams to list, please include in a separate attachment.

WATERBODY ID# AND NAME OF IMPACTED WATERBODY	CAUSE OF IMPAIRMENT	SOURCE OF IMPAIRMENT
Unnamed trib to Jones Creek	Loss of biological integrity due to siltation and substrate alterations	Golf Course Alterations
Spicer Branch	Loss of biological integrity due to siltation and substrate alterations	Channelization and Land Development
Jones Creek	Nutrients, Loss of vegetative cover, Loss of biological integrity due to siltation	Land Development and Pasture Grazing
Gum Branch	Loss of biological integrity due to siltation	Highways, Roads, Bridge, Infrastructure, Construction, Land Development

**ITEM E
HAS THE STATE OR EPA ISSUED A TMDL FOR ANY STREAMS DIRECTLY AFFECTED BY RUNOFF FROM YOUR MS4?**

Determine whether or not a TMDL has been established and approved by EPA and identify by checking the appropriate box. A list of EPA-Approved TMDLs as well as EPA-Established TMDLs for Tennessee waters can be found on the division's web site (<http://www.tn.gov/environment/wpc/tmdl/approved.shtml>).

Yes ☒ No ☐ If yes, list the waterbody ID#, name of impacted waterbody and parameter(s) of concern:

WATERBODY ID# AND NAME OF IMPACTED WATERBODY	PARAMETERS OF CONCERN
002-0600 Unnamed Trib to Jones Creek	Siltation
009-0200 Gum Branch	Siltation
002-0700 Spicer Branch	Siltation
002-3000 Jones Creek	Siltation

If you have additional streams to list, please include in a separate attachment.

**PART III
EXISTING LEGAL AUTHORITY TO CONTROL STORMWATER DISCHARGES TO MS4**

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PROGRAM CONTACT

Jason Pilkinton

Name

jp@cityofdickson.com

Email Address

6150441-9505

Phone Number

TECHNICAL CONTACT

Jamie G. James, P.E.

Name

jamesgang114@comcast.net

Email Address

615-351-7319

Phone Number

☒ Attach an organizational chart that shows the different departments involved in stormwater management.

**PART II
DESCRIPTION OF STORM SYSTEM**

**ITEM A
AREA SERVED (IN SQUARE MILES)**

If city, town, university, or utility district: Give jurisdiction area within current corporate boundaries 16.5

If city, town, university, or utility district: Give additional area of urban growth boundary 58.6 miles

If county: Give total area _____ Area unincorporated _____ Unincorporated, urbanized area (UA) _____

If county, indicate by checking the appropriate box if the permit will be used to regulate non-UA portions of your county:

Entire county (unincorporated) ☐

Non-UA portions, as follows (describe below) ☐

**ITEM B
STORM DRAINAGE INFRASTRUCTURE**

Give figures for the following features of stormwater drainage infrastructure owned or operated by the local government. For a county government, indicate whether the figures represent the entire county or only the urbanized area. Figures for length and number of culverts and catch basins may be rough estimates.

For counties: Entire county ☐ Urbanized area only ☐

Storm Sewers 60,090 ft (miles, or feet) Open Ditches 700 (miles, or feet)

Culverts 20,250 ft Catch Basins 549

Retention Basins 0 Detention Basins 0

**ITEM C
MAPS**

Please include a map or maps depicting the following information. A single map may be submitted, as long as the information is legible. If you are not able to provide all the information please mark the applicable check box and attach an explanation as to why the information has not been submitted:

Zoned areas for commercial or industrial activity ☐
Actual areas of commercial or industrial activity ☐
Other municipally owned/operated industrial activities ☐
Municipal or County Wastewater Treatment Plants ☐
Vehicle Fleet Maintenance Centers ☐
Power Plants ☐
Airports ☐
Military Installations ☐

State vocational, technical, college or universities ☐
Federal vocational, technical, college or universities ☐
City Roads ☐
County Roads ☐
Perennial and intermittent streams ☐
Topography or Drainage Patterns ☐
Landfills ☐

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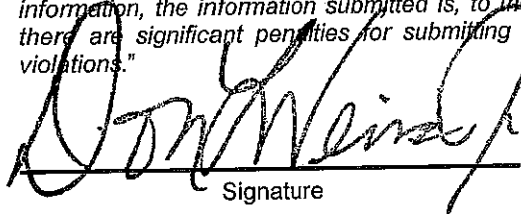
You must review ordinances that are associated with stormwater discharges to your MS4. Attach a copy of ordinances that give your MS4 the authority to control stormwater discharges into the MS4 storm sewer system. Ordinances that deal with stormwater issues might be found, for example, in conjunction with litter control, prohibition of dumping, clean up of spills, grading/building permits, sewer connection ordinances, erosion and sediment practices, subdivision regulations or other land use/development ordinances.

PART IV SIGNATURE OF RESPONSIBLE CORPORATE OFFICER

This Notice of Intent (NOI) must be signed as follows: For a municipality, state, federal, other public agency, and/or co-permittees by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes one of the following:

- i. The chief executive officer of the agency.
- ii. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."


Signature

Mayor, City of Dickson
Title/Municipality

6-6-11
Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

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Signature

Title/Municipality

Date

(Go to next page.)

PART V
YOUR PROPOSED STORMWATER QUALITY MANAGEMENT PROGRAM

This NOI requires you to provide a brief description of your current and proposed activities as well as your Best Management Practices (BMPs) for a stormwater management program. The following sections correspond to the six minimum control measures for a Phase II stormwater management program. If another MS4 will be responsible for implementing any or all portions of any or all following six minimum measures, then attach either the interlocutory agreement or the proposed agreement and schedule for adoption. You must still complete this NOI by answering the relevant questions for the six following measures.

For purposes of this NOI, the Public Education and Outreach and Public Participation and Involvement minimum measures have been combined.

SECTION 1
PUBLIC EDUCATION AND OUTREACH AND PUBLIC INVOLVEMENT/PARTICIPATION

A. Current Activities:

The following is a set of questions on your current Public Education and Outreach and Public Involvement/Participation. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently distribute educational materials on the topics of stormwater quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the materials, including media used (e.g., written brochures, public service announcements, etc.); the topic(s) covered, intended target audience(s), and the distribution method.

Yes ☒
No ☐

a storm water fact sheet, workshops - for development community covering regulations and policies

2. Does the municipality currently conduct or participate in public outreach activities focusing on the topics of stormwater quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the outreach activities, topic(s) covered, intended target audience(s), and the frequency of activities.

Yes ☒
No ☐

workshops targeted at the development community to discuss regulations and compliance

3. Does the current municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified.

Yes ☒
No ☐

we have a regular Storm Water Committee meeting in conjunction with the Planning Commission and notifications are concurrent

B. Proposed Activities:

List the BMPs that you will implement in the areas of Public Education and Outreach and Public Participation and Involvement. These should be based on a set of priorities that you have identified in the areas of Public Education and Outreach and Public Participation and Involvement. Provide a short descriptive name to the BMP in the left column. In the right column, more fully describe the BMP.

For Public Participation and Involvement BMPs, you may not desire to dictate the ways in which the public participates or is involved in the stormwater quality management program; in this case, your proposed program should provide a forum and a structure by which to encourage or allow the public to participate. On the other hand, there may be specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. As such, your proposed program should describe how you will accomplish this, and the time schedule.

PROPOSED BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION		
BMP	Name	DESCRIPTION
1A.	Education for Food Services	Prepare and distribute educational materials for food service establishments
1B.	Media Campaign	Prepare a public media campaign to educate citizens on storm water issues
1C.	Stream Clean-up	Conduct public community-based stream litter clean-ups
1D.	Educate the Development Community	Conduct storm water education workshops for those involved in local development such as developers, contractors, engineers and realtors

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If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted (e.g., service industries such as carpet cleaning, lawn care, civic groups, schools, church groups) if applicable:

the development community, realtors, civic groups (in conjunction with the county solid waste coordinator)

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
PRIMARY CONTACT	POSITION OR TITLE
Jason Pilkinton	Director, Planning, Zoning & Codes Department

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 2
ILLICIT DISCHARGE DETECTION AND ELIMINATION

The following are common sources of illicit discharges to an MS4:

- Sanitary Wastewater
- Car wash wastewaters
- Radiator flushing disposal
- Spills from roadway accidents
- Carpet cleaning wastewaters
- Effluent from septic tanks
- Improper oil disposal
- Laundry Wastewaters/gray water
- Improper disposal of auto and household toxics

A. Current Activities

The following is a set of questions on your current Illicit Discharge Detection and Elimination Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under

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an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

STORM SEWER SYSTEM MAP

Does the municipality currently have a storm sewer system map completed for the entire regulated municipal separate storm sewer system? The map must depict, at a minimum: city streets, topography or drainage patterns, streams, and outfalls (points where the city or county-operated MS4 discharges into the streams or adjacent MS4s).

Yes ☒

No ☐

ILLCIT DISCHARGE ORDINANCES

1. Does the municipality currently have an ordinance or regulatory mechanism that prohibits non-stormwater discharges into the storm sewer system? If yes, please attach a copy of the ordinance and give page number(s) of this section of ordinance. If No, proceed to the next section (inspections and enforcement).

Yes ☒ No ☐ Appendix C Page Number 1296 Ordinance Section Number

2. Does the ordinance or regulatory mechanism clearly define non-stormwater discharges, either through a written description of a non-stormwater discharge or through a listing of unallowable or allowable non-stormwater discharges?

Yes ☒

No ☐

3. Does the ordinance or regulatory mechanism allow right-of-entry on private property for inspection of suspected discharges?

Yes ☒

No ☐

4. Does the ordinance or regulatory mechanism prohibit dumping?

Yes ☒

No ☐

5. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to eliminate non-stormwater discharges in the event of violations? If yes, please note page number and paragraph number.

Yes ☒ No ☐ 12-814 (9) Page Number Paragraph Number
H

6. Does the ordinance or regulatory mechanism define penalties for violations? If yes, please note maximum penalty, page number and paragraph number.

Yes ☒ No ☐ \$5,000 Maximum Penalty 12-814 (10) Page Number Paragraph Number
D

7. Does the municipality have ordinance or other regulatory mechanism that prohibits contamination of stormwater runoff from "hot spots" including industrial and commercial properties, restaurants, auto repair shops, auto supply shops, and large commercial parking areas?

Yes ☒

No ☐

INSPECTION/SCREENING AND ENFORCEMENT PROCEDURES

1. Does the municipality presently have personnel and procedures in place for inspection and/or screening for non-stormwater discharges? If yes, please describe and indicate percentage of system inspected and/or screened.

Yes ☒
No ☐

Ord # 1296 APPENDIX E

2. Does the municipality presently have procedures and personnel in place for enforcement of violations of the illicit discharge ordinance? If yes, please describe.

Yes ☒
No ☐

Ord # 1296 Appendix C

3. How are enforcement actions documented?

Inspection Forms, Field Notes, Photographs

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4. Has the municipality defined "hot spots" for non-stormwater discharge screening and inspections? If yes, please describe and provide a map of illicit discharge screening hot spots.

Yes ☒
No ☐

Have Identified, Will request copy from T-DEC of all active Industrial Permits in the city limits, Map will be finished this calendar year

PUBLIC INPUT AND COMPLAINTS

1. Does the municipality presently have procedures in place to receive and consider information and complaints about non-stormwater discharges that are submitted by the public? If so, provide brief description: responsible departments, personnel, steps followed.

Yes ☒
No ☐

Storm water complaints are received at the Planning, Zoning & Codes Department, and may be referred to the Storm Water Committee for further direction if necessary.

EDUCATION

1. Has the municipality educated the public and businesses including auto parts supply, auto repair shop and restaurants, regarding ways to detect, prevent and eliminate illicit discharges? If yes, briefly describe the educational materials, including media used (e.g., written brochures, public service announcements, etc.), the topic(s) covered, intended target audience(s), and the distribution method.

Yes ☒

No ☐

In process of using local radio, will declare April Water Quality Month for the City of Dickson in 2012, Working on revising web site 2011, purchasing materials for training staff and city personnel, Held (2) educational work sessions for city personnel 2011, Assisted local girl scout troop with Earth Day 2011 talked about Water Quality, Held Stream Bank Clean Up event with Dickson County Recycling Coordinator 2010, Worked with WADC for Stream Bank Investigation. Installed Rain Garden with HRWA located at city hall to show water quality

B. Proposed Activities:

List the best management practices (BMPs) that you will implement in the area of Illicit Discharge Detection and Elimination. These should be based on a set of priorities that you have identified in the area of Illicit Discharge Detection and Elimination. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR ILICIT DISCHARGE DETECTION AND ELIMINATION		
BMP	Name	DESCRIPTION
2A.	Dry weather screening	Staff patrols system regularly to look for illicit discharges
2B.	Education Effort	Provide workshops, mailers and website information to educate target groups
2C.	Hotline	illicit discharge and dumping hotline
2D.		

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

development community, auto repair shops/dealers, restaurants, utilities

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR ILICIT DISCHARGE DETECTION AND ELIMINATION	
PRIMARY CONTACT	POSITION OR TITLE
Jason Pilkinton	Director, Planning, Zoning & Codes Department

Identify other Department(s) that will be involved and their role.

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OTHER DEPARTMENT(S)	ROLE
Public Works	Observe and report suspected illicit discharges during routine system maintenance

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 3
CONSTRUCTION SITE STORMWATER RUNOFF PROGRAM

A. Current Activities

The following is a set of questions on your current Construction Site Stormwater Runoff Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

CONSTRUCTION SITE RUNOFF ORDINANCES

1. Do the current ordinances/regulations for the municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified.

Yes ☒
 No ☐

The public is notified through the local paper in accordance with requirements when changes or issues arise.

2. Do you currently have an erosion prevention and sediment control - or similar - ordinance or regulatory mechanism? If yes, include a copy and reference the page number(s). If No, proceed to the next set of questions below about construction site plans review.

Yes ☒

No ☐

Ord #1296 Page Number
 12-813

3. Does the ordinance or regulatory mechanism require that site operators implement erosion prevention, sediment control, and other construction waste controls for land disturbance activities?

Yes ☒

No ☐

4. Does the ordinance/regulatory mechanism require (explicitly or implicitly) that controls be implemented for any land disturbances greater than or equal to one acre, or less than one acre if part of a large common plan of development or sale that would disturb one acre or more? If yes, note the page number and paragraph number where this is defined.

Yes ☒ No ☐ 12-813 Page Number

3 Paragraph Number

5. Does the ordinance or regulatory mechanism contain or reference technical standards for erosion and sediment control? If yes, note the page number and paragraph number where this is defined.

Yes ☒ No ☐ 12-813 Page Number

2 Paragraph Number

6. Do those technical standards meet or exceed the current effective Tennessee Construction General Permit (TNR100000) requirements for design storm and special conditions for impaired waters or exceptional waters?

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Yes ☒

No ☐

7. Do those technical standards require that construction activities maintain temporary water quality buffers during construction?

Yes ☒

No ☐

8. Does the ordinance or regulatory mechanism clearly define the criteria - primarily who must submit - for submitting erosion and sediment control information or plans? If yes, note page number and paragraph number

Yes ☒ No ☐ 12-813 Page Number 8 Paragraph Number

9. Does the ordinance or regulatory mechanism require approval by the local government prior to commencement of land disturbance activities? If yes, note page number and paragraph number.

Yes ☒ No ☐ 12-814-B Page Number i Paragraph Number

10. Does the ordinance or regulatory mechanism require re-submittal of erosion and sediment control information or plans if site plans or conditions change during land disturbance activities? If yes, note page number and paragraph number.

Yes ☒ No ☐ 12-813 Page Number 3 Paragraph Number

11. Does the ordinance or regulatory mechanism allow right-of-entry for government officials onto construction sites for inspections? If yes, note page number and paragraph number.

Yes ☒ No ☐ 12-814 (6) A Page Number i & (6)-F-i Paragraph Number

12. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to STOP WORK in the event of non-compliance violations? If yes, note page number and paragraph number.

Yes ☒ No ☐ 12-814 (10) C Page Number i Paragraph Number

CONSTRUCTION SITE PLANS REVIEW

1. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?

Yes ☒

No ☐

2. Does the technical review process require an erosion prevention and sediment control plan with appropriate BMPs?

Yes ☒

No ☐

3. Does the review process include a requirement for pre-construction meeting between the municipality and site developer, for priority construction sites, including at a minimum those construction activities discharging directly into, or immediately upstream of, waters the state recognizes as impaired or exceptional?

Yes ☒

No ☐

4. If there is a review process, provide a brief narrative or a flow chart of the process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.

Submitted plans are reviewed by the Department and consulting engineer for completion and reasonableness. We do not recalculate information submitted.

RESPONDING TO PUBLIC INPUT AND COMPLAINTS

1. Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public?

Yes ☒

No ☐

If Yes, please provide a brief narrative of the receipt process and procedures, describing process steps, responsible departments, and personnel (by title). If available, provide information on complaint tracking, documentation, etc:

Complaints received are investigated by the Codes Inspector and appropriate action is taken. See attached procedure.

ENFORCEMENT AND INSPECTION PROCEDURES

1. Does the municipality presently have personnel and procedures in place for construction site runoff inspection?

Yes ☒

No ☐

2. Does the program provide for pre-construction meeting and monthly inspection of priority sites?

Yes ☒

No ☐

3. Does the municipality presently have procedures and personnel in place for enforcement to the maximum extend for violations of construction site requirements?

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Yes ☒

No ☐

4. Does the municipality use a STOP WORK order to enforce non-compliance with construction site policies and requirements?

Yes ☒

No ☐

5. How are enforcement actions documented?

Inspection Forms, Field Notes, Photographs

TRAINING AND EDUCATION

1. Does the municipality presently make construction site runoff control training/information available to the public, developers, engineers, and contractors? (Be aware that the state of Tennessee regularly conducts erosion prevention and sediment control classes across the state. Local governments are encouraged to refer developers and contractors to these classes).

Yes ☒

No ☐

2. Has municipal staff completed state-sponsored training, including the Tennessee Fundamentals of Erosion Prevention and Sediment Control; and the Erosion Prevention and Sediment Control Design Course?

Yes ☒

No ☐

B. Proposed Activities:

List the best management practices (BMPs) that you will implement in the area of Construction Site Runoff Program. These should be based on a set of priorities that you have identified in the area of Construction Site Runoff Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM		
BMP	Name	DESCRIPTION
3A.	Developer Training	Conduct regular training to inform the development community of existing regulations, proposed changes, procedures, problems and other issues that affect storm water quality.
3B.	Compliance Inspections	The staff will conduct irregular inspections of construction sites for compliance with regulations.
3C.	Revise Ordinances	Revise ordinances to reflect new permit conditions.
3D.		

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

development community (developers, contractors, engineers, real estate agents)

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR CONSTRUCTION SITE RUNOFF PROGRAM	
PRIMARY CONTACT	POSITION OR TITLE
Jason Pilkinton	Director, Planning, Zoning & Codes Department

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Public Works	Report violations of standards for infrastructure they inspect during development.

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

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ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

**SECTION 4
PERMANENT (POST-CONSTRUCTION) STORMWATER MANAGEMENT
IN NEW DEVELOPMENT AND REDEVELOPMENT PROGRAM**

A. Current Activities

The following is a set of questions on your current Permanent Stormwater Management in New Development and Redevelopment Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

STRUCTURAL AND NON-STRUCTURAL STRATEGIES

1. Does the municipality currently have in place mechanisms or strategies to address permanent stormwater runoff management from new development or redevelopment projects that result in land disturbance of one acre or more? For example, land use planning requirements, zoning directives, site-based local controls such as riparian buffer zone protection; storage or detention of stormwater prior to release to streams; practices to cause stormwater to percolate the soil rather than runoff immediately; vegetative practices.

Yes ☒

No ☐

If Yes, please provide a brief narrative of - and/or references to - the structural and non-structural strategies, describing strategies implemented, Best Management Practices allowed, technical guidance, responsible departments, and personnel (by title).

PERMANENT STORMWATER CONTROLS SITE MANAGEMENT ORDINANCE

1. Do you currently have an ordinance or regulatory mechanism that addresses permanent stormwater runoff management from new development and redevelopment projects? If yes, reference the page number in your ordinance. If No, proceed to the next section on permanent stormwater management plans review.

Yes ☒ No ☐

12-815 Page Number

A Paragraph Number

2. Does the ordinance or regulatory mechanism require controls to mitigate pollutants in stormwater runoff? If yes, note page number and paragraph number.

Yes ☒ No ☐

12-815 Page Number

4 Paragraph Number

3. Does the ordinance or regulatory mechanism require (explicitly or implicitly) that controls be implemented for any new development or redevelopment projects greater than or equal to one acre, including projects less than one acre that are part of a large common plan of development or sale, that discharge into your small MS4? If yes, note page number and paragraph number.

Yes ☒ No ☐

12-813 Page Number

3 Paragraph Number

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4B.	Developer Agreement	Revise the current developer agreement to include permanent storm water management plans and requirements
4C.	Revise Ordinances	Revise ordinances to guide post-construction conditions and set requirements
4D.		

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

engineers, developers, contractors

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR PERMANENT STORMWATER MANAGEMENT PLANS REVIEW	
PRIMARY CONTACT	POSITION OR TITLE
Jason Pilkinton	Director, Planning, Zoning & Codes Department

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Public works	Perform compliance inspections during private construction of infrastructure for developments (roads)

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 5
POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

A. Current Activities

The following is a set of questions on your current Pollution Prevention/Good Housekeeping for Municipal Operations Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1. of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

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STAFF EDUCATION AND TRAINING

1. Does the municipality's current operation and maintenance program provide annual training for staff on preventing and reducing stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance?

Yes ☒

No ☐

2. Are training activities documented? If yes, please describe training and method of record-keeping.

Yes ☒

No ☐

Sign-in sheets for attendees and training conducted by the Director.

MUNICIPAL OPERATIONS POLLUTION PREVENTION

1. Does the municipality's operations and maintenance program have policies and procedures in place that address pollution prevention? If yes, please describe procedures. Consider the following in your response: maintenance activities, maintenance schedules; long term inspection procedures for structural and non-structural stormwater controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways; controls for reducing or eliminating pollutants from municipal parking lots, maintenance and storage yards, fleet or maintenance areas with outdoor storage areas, salt/sand storage areas, snow disposal areas, waste transfer stations; disposal of waste removed from storm sewers and the areas listed above; and assessment of impacts on water quality from new flood management projects.

Yes ☒

No ☐

City Wide Evaluation, Inventory All Departments, Inspect City Property, Hold annual education and inspection reports each affected department. each department will document own Pollution Prevention Plan, Issued PPP Guidebook to affected departments

MUNICIPAL INDUSTRIAL ACTIVITIES

1. Has the MS4 owner/operator obtained a Tennessee Multi-Sector General Permit or a no-exposure waiver for all qualifying municipal industrial activities? If yes, please give permit numbers or attach copies of the No-Exposure Certification form.

Yes ☐

No ☒

Permit Numbers(s)

2. List municipally-owned or operated facilities that have a notable potential for contaminating runoff: for example - vehicle maintenance garages; waste transfer operations; golf courses; salt or other materials storage; landfill. If more than one facility for a given type of operation; give the number of such facilities. Indicate if any of these are covered by an NPDES permit. Is there a documented pollution prevention plan in place for these facilities?

FACILITY OR TYPE OF OPERATION	NUMBER OF FACILITIES	IS ACTIVITY COVERED BY NPDES PERMIT?	IS A POLLUTION PREVENTION PLAN IN EFFECT?
Vehicle Maintenance Garage	1	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Public Works Salt Storage Bin	1	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

B. Proposed Activities:

List the best management practices (BMPs) that you will implement in the area of the Pollution Prevention and Housekeeping Program. These should be based on a set of priorities that you have identified in the area of the Pollution Prevention and Housekeeping Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

In addition to considering industrial-type operations, you must also consider municipal infrastructure, and related maintenance activities, maintenance schedules and long-term inspection procedures for structural controls and the proper disposal of waste from storm sewers/catch basins, etc. Also included in this program area is discharge of pollutants from roads and parking lots

PROPOSED BEST MANAGEMENT PRACTICES FOR POLLUTION PREVENTION AND HOUSEKEEPING		
BMP	Name	DESCRIPTION
5A.	Self-Inspection	Conduct regular inspections of City facilities
5B.	Catch Basin	Removal of litter, debris and sediment from catch basins

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	Cleaning	
5C.	Pollution Prevention Plans	Develop and implement pollution prevention plans for City facilities
5D.	Staff Training	Train the City staff in pollution prevention and good housekeeping

If you have additional BMPs to list, please include in a separate attachment.

What specific groups will be targeted, if applicable?

City Staff

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR POLLUTION PREVENTION AND HOUSEKEEPING	
PRIMARY CONTACT	POSITION OR TITLE
Jason Pilkinton	Director, Planning, Zoning & Codes Department

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Public Works	good housekeeping of public works materials
Parks	good housekeeping of herbicides, pesticides, fuels and fertilizers
Cemetery	good housekeeping of fuels and fertilizers
Maintenance	good housekeeping of POLs used in fleet vehicle maintenance

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

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**ADDENDUM TO SMALL MS4 NPDES PERMIT NOTICE OF INTENT
BEST MANAGEMENT PRACTICES (BMPs) MEASURABLE GOALS AND MILESTONES**

The purpose of this addendum is to record the measurable goals for each BMP, and the dates (month and year) by which interim actions are to be accomplished. Space is given for four BMPs for each of the six minimum measures. If necessary, please attach additional BMP MEASURABLE GOALS AND MILESTONES as a separate attachment.

Measurable goals are BMP design objectives, or goals that will quantify the progress of implementing the actions or performance of a BMP. They are ways to measure activities or effects of a BMP. For each of the six minimum measures and for each BMP, define the measurable goal you will use to monitor effectiveness of this BMP. The BMPs you list here should match exactly those given in Part V., 1-5 of this NOI. For purposes of this NOI, the Public Education and Outreach and Public Involvement/Participation minimum measures have been combined.

For each BMP, establish milestones for implementation. These tables are set up for once/year milestones. You may change the milestone dates to time frames less than one year.

BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
BMP 1A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Education of food service industry establishments regarding storm water practices
Milestone Year 1	Develop a standard operating procedure, strategy and workshop materials
Milestone Year 2	Inspect 25% of establishments, conduct 1 workshop
Milestone Year 3	Inspect 25% of establishments, conduct 2 workshops, re-inspect violators
Milestone Year 4	Inspect 25% of establishments, conduct 2 workshops, re-inspect violators
Milestone Year 5	Inspect 25% of establishments, conduct 2 workshops, re-inspect violators
BMP 1B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Public media campaign to educate citizens on storm water issues
Milestone Year 1	Develop strategy and materials
Milestone Year 2	Air a spot on the local cable channel, add materials to website, newspaper ad (1 per 6 months)
Milestone Year 3	Public workshop on storm water management and quality
Milestone Year 4	Telephone survey to assess awareness
Milestone Year 5	Revise the program
BMP 1C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Community-based stream litter clean-up
Milestone Year 1	Inventory streams, develop strategy and priorities
Milestone Year 2	Clean 2 streams of higher priority
Milestone Year 3	Clean 2 streams
Milestone Year 4	Clean 2 streams
Milestone Year 5	Clean 2 streams
BMP 1D	MEASURABLE GOALS AND MILESTONES
Goal(s)	Educate the development community on storm water issues
Milestone Year 1	Develop a workshop and hold 1 workshop
Milestone Year 2	Revise the workshop and hold 2 workshops
Milestone Year 3	Hold 2 workshops
Milestone Year 4	Hold 2 workshops
Milestone Year 5	Conduct 1 workshop and revise the program

BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION	
BMP 2A	MEASURABLE GOALS AND MILESTONES

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Goal(s)	Conduct dry weather screening of the City system
Milestone Year 1	Develop standard procedures and enforcement plan for illicit discharges
Milestone Year 2	Dry weather screen 50% of the commercial/industrial area
Milestone Year 3	Dry weather screen 25% of the commercial/industrial area, 25% of the residential area
Milestone Year 4	Dry weather screen 25% of the commercial/industrial area, 25% of the residential area
Milestone Year 5	Dry weather screen 50% of the residential area, evaluate and revise program and procedures
BMP 2B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Provide workshops, mailers and educational information
Milestone Year 1	Develop implementation strategy and focus groups
Milestone Year 2	Develop workshops, mailers and website material, hold 1 workshop and 1 mailing
Milestone Year 3	Conduct 2 workshops and 2 mailings, update website
Milestone Year 4	Conduct telephone survey to assess awareness and effectiveness
Milestone Year 5	Evaluate and revise program materials and procedures
BMP 2C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Illicit Discharge and Dumping Hotline
Milestone Year 1	Revise procedures for taking complaints, conducting investigations and documenting cases
Milestone Year 2	Investigate complaints within 5 business days of receipt, document findings and issue notices as required, prepare statistics of instances and types of complaints
Milestone Year 3	Investigate complaints, issue notices and re-inspect offenders
Milestone Year 4	Investigate complaints, issue notices and re-inspect offenders
Milestone Year 5	Review and revise program based on results
BMP 2D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM	
BMP 3A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Conduct developer training on ordinances and regulations regarding storm water
Milestone Year 1	Develop materials and conduct 1 workshop
Milestone Year 2	Revise materials and conduct 2 workshops, review inspections to assess compliance among attendees
Milestone Year 3	Revise materials and conduct 2 workshops, review inspections to assess compliance among attendees
Milestone Year 4	Revise materials and conduct 2 workshops, review inspections to assess compliance among attendees
Milestone Year 5	Review and revise program as necessary based on compliance among attendees
BMP 3B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Conduct compliance inspections
Milestone Year 1	Develop standard procedures and enforcement plans for conducting compliance inspections
Milestone Year 2	Inspect 33% of active permits each 6 months, document results, institute enforcement procedures where necessary, re-inspect offenders

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Milestone Year 3	Inspect 33% of active permits each 6 months, document results, institute enforcement procedures where necessary, re-inspect offenders
Milestone Year 4	Inspect 33% of active permits each 6 months, document results, institute enforcement procedures where necessary, re-inspect offenders
Milestone Year 5	Inspect 33% of active permits each 6 months, document results, institute enforcement procedures where necessary, re-inspect offenders, review and revise program
BMP 3C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Revise ordinances
Milestone Year 1	Revise storm water ordinances to meet new permit conditions
Milestone Year 2	Conduct workshops to educate stakeholders on revisions
Milestone Year 3	Conduct workshops, monitor compliance
Milestone Year 4	Conduct workshops, monitor compliance
Milestone Year 5	Conduct workshops, monitor compliance
BMP 3D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

BEST MANAGEMENT PRACTICES FOR PERMANENT (POST-CONSTRUCTION) STORMWATER MANAGEMENT PROGRAM	
BMP 4A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Use a review checklist for plans compliance
Milestone Year 1	Revise/develop a checklist for plans review
Milestone Year 2	Perform plans review, document results, compare initial submission compliance, # of resubmissions required, compliance issues, and repeat offenders
Milestone Year 3	Perform plans review, document results, compare initial submission compliance, # of resubmissions required, compliance issues, and repeat offenders
Milestone Year 4	Perform plans review, document results, compare initial submission compliance, # of resubmissions required, compliance issues, and repeat offenders, revise based on lessons learned
Milestone Year 5	Perform plans review, document results, compare initial submission compliance, # of resubmissions required, compliance issues, and repeat offenders, review and revise program
BMP 4B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Include permanent storm water measures in developer agreements
Milestone Year 1	Revise the developer agreement to include permanent storm water management plan requirements and responsibilities
Milestone Year 2	Develop a standard procedure for compliance inspections and enforcement
Milestone Year 3	Inspect 1/3 of existing permanent storm water devices, notify offenders, re-inspect
Milestone Year 4	Inspect 1/3 of existing permanent storm water devices, notify offenders, re-inspect
Milestone Year 5	Inspect 1/3 of existing permanent storm water devices, notify offenders, re-inspect, compile statistics on compliance with maintenance, operation, offenses, repeat offenders
BMP 4C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Revise regulations and ordinances to guide post-construction measures and set requirements
Milestone Year 1	Revise ordinances, develop standard procedures for compliance monitoring and tracking
Milestone Year 2	Review plans review results for compliance with regulations, technical issues and clarity, revise as necessary

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Milestone Year 3	Review plans review results for compliance with regulations, technical issues and clarity, revise as necessary
Milestone Year 4	Review plans review results for compliance with regulations, technical issues and clarity, revise as necessary
Milestone Year 5	Review plans review results for compliance with regulations, technical issues and clarity, revise as necessary
BMP 4D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

BEST MANAGEMENT PRACTICES FOR MUNICIPAL POLLUTION PREVENTION AND GOOD HOUSEKEEPING	
BMP 5A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Conduct regular self-inspections
Milestone Year 1	Develop a facilities inventory and inspection standard procedure
Milestone Year 2	Annual inspection of all facilities with documentation of results, correction of non-compliances, and documentation of re-inspection
Milestone Year 3	Annual inspection of all facilities with documentation of results, correction of non-compliances, and documentation of re-inspection
Milestone Year 4	Annual inspection of all facilities with documentation of results, correction of non-compliances, and documentation of re-inspection
Milestone Year 5	Annual inspection of all facilities with documentation of results, correction of non-compliances, and documentation of re-inspection, review and revise program as necessary
BMP 5B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Clean debris, waste and sediment from catch basins
Milestone Year 1	Develop cleaning and monitoring plan, update facility inventory
Milestone Year 2	Clean 50% of catch basins, document pollutants, identify trouble spots, increase monitoring of trouble spots
Milestone Year 3	Clean 50% of catch basins, document pollutants, identify trouble spots, increase enforcement near trouble spots
Milestone Year 4	Clean 50% of catch basins, document pollutants, identify trouble spots, increase enforcement near trouble spots
Milestone Year 5	Clean 50% of catch basins, document pollutants, identify trouble spots, increase enforcement near trouble spots, review and revise program
BMP 5C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Prepare facility pollution prevention plans
Milestone Year 1	Inventory facilities for pollutants and vulnerabilities
Milestone Year 2	Develop a plan for 25% of facilities, distribute plans and train facility staff
Milestone Year 3	Develop a plan for 25% of facilities, distribute plans and train facility staff
Milestone Year 4	Develop a plan for 25% of facilities, distribute plans and train facility staff
Milestone Year 5	Develop a plan for 25% of facilities, distribute plans and train facility staff
BMP 5D	MEASURABLE GOALS AND MILESTONES
Goal(s)	Train staff in pollution prevention and good housekeeping
Milestone Year 1	Train all department heads and supervisors

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Milestone Year 2	Train working-level staff and operators
Milestone Year 3	Refresher training for department heads and supervisors, training for new employees
Milestone Year 4	Refresher training for working-level staff and operators, training for new employees
Milestone Year 5	Refresher training for all employees, review and revise program